



Meeting Agenda
October 5, 2010
10:00 a.m.

Public and Closed Session Location
801 Capitol Mall, Room 150
Sacramento, CA 95814

10:00 a.m. Open Session

Call to Order and Roll Call

I. Information and Discussion Items

- Report of the Executive Officer
- Report of the Chief Counsel
- Report on Legislation
- Report on the California Public Employees Retirement System
- Report of the Department of Personnel Administration
- Report of the HR MOD Project
- Report of Cooperative Personnel Services
- New Business

II. Oral Arguments

- Oral Argument Case No. 07-3861PA

Closed Session

Attachment 1

- Employee Appointments, Disciplinary Matters, and other Appeals
- Deliberation on Non-Evidentiary Cases and Adverse Actions, Discrimination Complaints and other Proposed Decisions Submitted by Administrative Law Judges
- Pending Litigation
- Recommendations to the Legislature
- Recommendations to the Governor

Reconvene into Open Session

III. Action Items

- Proposed 2011 Board Meeting Calendar (Materials to Board Members Only)

Attachment 2

- Draft Open Minutes from Sept 7, 2010, Board Mtg (Materials to Board Members Only) Attachment 3
- Draft Closed Minutes from Sept 7, 2010, Board Mtg (Materials to Board Members Only)
- Resolution Extending Time Pursuant to Government Code Section 18671.1 Attachment 4
- Non-Hearing Agenda Attachment 5
- Career Executive Assignment Category Activity Attachment 6
- Hearing Agenda
 - 1. Submitted Items Attachment 7
 - 2. Evidentiary & Non-Evidentiary Cases Attachment 8

ADJOURNMENT

Any person with a disability who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the meeting, may submit a written or electronic request for such modification or accommodation to the State Personnel Board, Executive Office, 801 Capitol Mall, Sacramento, CA 95814, or to kabbey@spb.ca.gov, no later than **five days** prior to the scheduled hearing date.

- **Employee Appointments, Disciplinary Matters, and Other Appeals**
Deliberations to consider matters submitted at prior hearing.
[Government Code Sections 11126(c)(3), 18653(3)]
- **Deliberation on Non-Evidentiary Cases and Adverse Actions, Discrimination Complaints and other Proposed Decisions Submitted by Administrative Law Judges**
Deliberations on proposed, rejected, remanded, and submitted decisions, petitions for rehearing, and other matters related to cases heard by Administrative Law Judges of the State Personnel Board or by the Board itself.
[Government Code sections 11126(c)(3), 18653]
- **Pending Litigation**
Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial.
[Government Code sections 11126(e), 18653]

Patrick McCollum v. State of California, United States District Court, Northern District of California, Case No. C 04-03339 CRB

Plata, et al. v. Schwarzenegger, et al. United States District Court, Northern District of California, Case No. C01-1351 TEH

California Highway Patrol, et al. v. State Personnel Board (Hubert Acevedo)
Sacramento County Superior Court Case No. 34-2008-00002614-CU-WM-GDS

Weingarten v. State Personnel Board, Sacramento County Superior Court, Case No. 34-2009-80000209-CU-WM-GDS
- **Recommendations to the Legislature**
Deliberations on recommendations to the Legislature.
[Government Code section 18653]
- **Recommendations to the Governor**
Deliberations on recommendations to the Governor.
[Government Code section 18653]

NOTICE OF GOVERNMENT CODE SECTION 18671.1 RESOLUTION

Since Government Code Section 18671.1 requires that cases pending before State Personnel Board Administrative Law Judges (ALJ's) be completed within six months or no later than 90 days after submission of a case, whichever is first, absent the publication of substantial reasons for needing an additional 45 days, the Board hereby publishes its substantial reasons for the need for the 45-day extension for some of the cases now pending before it for decision.

An additional 45 days may be required in cases that require multiple days of hearings, that have been delayed by unusual circumstances, or that involve any delay generated by either party (including, but not limited to, submission of written briefs, requests for settlement conferences, continuances, discovery disputes, pre-hearing motions). In such cases, six months may be inadequate for the ALJ to hear the entire case, prepare a proposed decision containing the detailed factual and legal analysis required by law, and for the State Personnel Board to review the decision and adopt, modify or reject the proposed decision within the time limitations of the statute.

Therefore, at its next meeting, the Board will issue the attached resolution extending the time limitation by 45 days for all cases that meet the above criteria, and that have been before the Board for less than six months as of the date of the Board meeting.

GOVERNMENT CODE SECTION 18671.1 RESOLUTION

WHEREAS, Section 18671.1 provides that, absent waiver by the appellant, the time period in which the Board must render its decision on a petition pending before it shall not exceed six months from the date the petition was filed or 90 days from the date of submission; and

WHEREAS, Section 18671.1 also provides for an extension of the time limitations by 45 additional days if the Board publishes substantial reasons for the need for the extension in its calendar prior to the conclusion of the six-month period; and

WHEREAS, the Agenda for the instant Board meeting included an item titled "Notice of Government Code Section 18671.1 Resolution" which sets forth substantial reasons for utilizing that 45-day extension to extend the time to decide particular cases pending before the Board;

WHEREAS, there are currently pending before the Board cases that have required multiple days of hearing and/or that have been delayed by unusual circumstances or by acts or omissions of the parties themselves;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the time limitations set forth in Government Code Section 18671.1 are hereby extended an additional 45 days for all cases that have required multiple days of hearing or that have been delayed by acts or omissions of the parties or by unusual circumstances and that have been pending before the Board for less than six months as of the date this resolution is adopted.

NON-HEARING AGENDA

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing. Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII of the California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend that the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.

1. DEPARTMENT OF PERSONNEL ADMINISTRATION / DEPARTMENT OF EDUCATION

The Department of Personnel Administration and the Department of Education request to re-establish the following four classifications which were abolished by the State Personnel Board on January 14, 2009:

- Child Development Administrator II
- Education Administrator II
- Special Education Administrator II
- Career-Vocational Education Administrator II

The classifications were abolished as each had been vacant for over two years. Due to changes in business and operating needs, the Department of Education requests their reestablishment. There are no changes proposed to the abolished classification specifications. Each is being added back to the appropriate class series from which it was removed.

B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.

The Department of Personnel Administration and State Personnel Board proposes to abolish the following unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes. When classes are proposed to be abolished which are part of a class series, and other classes within the series will continue to be used, the class specification is included in the board item.

NONE

C. BACKDATE OF APPOINTMENTS

State Personnel Board staff proposes the adoption of the following matters in which departments have requested an employee be appointed retroactively to a position. Staff has reviewed the following requests and has advised the Board of recommended action.

NONE

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASSIFICATION AND COMPENSATION DIVISION

1515 "S" STREET, NORTH BUILDING, SUITE 400
SACRAMENTO, CA 95814-7243

October 5, 2010

TO: STATE PERSONNEL BOARD

FROM: Nicole Holtzman
Classification and Compensation Division

REVIEWED BY: Joey Herrera, Personnel Program Manager
Classification and Compensation Division

SUBJECT: Proposed Reestablishment of Abolished Classifications

SUMMARY OF ISSUES:

DPA is proposing to reestablish the abolished classifications of Career-Vocational Education Administrator II, Child Development Administrator II, Education Administrator II, Special Education Administrator II. These classifications were abolished on the June 24, 2008 and on the January 14, 2009 State Personnel Board Meeting because they had been vacant for over two years and/or designated with Footnote 24.

The California Department of Education has requested to reestablish these classifications due to changes in business and operating needs.

CONSULTED WITH:

Valarie Bliss, Staff Services Manager II, Employment Services Office, California Department of Education

This proposal to reestablish the Career-Vocational Education Administrator II, Child Development Administrator II, Education Administrator II, and Special Education Administrator II

The exclusive representative California Association of Managers and Supervisors has been notified of this proposal and has no objections.

CLASSIFICATION CONSIDERATIONS:

There are revisions only to reestablish classifications within classification series specifications.

RECOMMENDATION:

That the classifications Career-Vocational Education Administrator II, Child Development Administrator II, Education Administrator II, Special Education Administrator II be reestablished effective October 5, 2010 and the proposed specifications as shown in this calendar be adopted.

California Department of Education

M e m o r a n d u m


CLASSIFICATION AND

AUG 4 2010

COMPENSATION DIVISION

Date: August 2, 2010

To: Nicole Holtzman
Department of Personnel Administration

From: 
William J. O'Neill, Director
Personnel Services Division

Subject: Request to Reestablish Administrator II Positions

The California Department of Education (CDE) requests to reestablish the Career-Vocational Education Administrator II (class code 2724), the Education Administrator II (class code 2658), the Special Education Administrator II (class code 2751), and the Child Development Administrator II (class code 2836) positions.

In a memo dated March 12, 2008 (attached) CDE requested the removal of Footnote 24 from the above mentioned classifications. In that memo, CDE requested the use of the above classifications to facilitate the consolidation of divisions within CDE. During the current budget crisis CDE has consolidated divisions and the use of an Administrator II would be that of an Assistant Division Director.

The CDE would appreciate reestablishing the above listed classifications so that they can be used as Assistant Division Director's. Please contact me at 319-0882 or Valarie Bliss at 319-0682 if you have any questions.

DEPARTMENT OF PERSONNEL ADMINISTRATION

LABOR RELATIONS DIVISION

1515 "S" STREET, NORTH BUILDING, SUITE 400
SACRAMENTO, CA 95814-7243



August 2, 2010

California Association of Managers and Supervisors
Larry Svetich
1410 21st Street, Suite 320
Sacramento, CA 95811

Re: Notification of reestablishing abolished classes Career-Vocational Education Administrator II, Child Development Administrator II, Education Administrator II, Special Education Administrator II.

Dear Mr. Svetich:

Attached is a copy of a proposed item to reestablish the abolished classification of Career-Vocational Education Administrator II, Child Development Administrator II, Education Administrator II, Special Education Administrator II. The department has requested to reestablish these classifications due to business needs.

If you do not indicate any concerns in writing about this proposal by August 30, 2010, it will be placed on the State Personnel Board's Staff Calendar for adoption based on DPA and CSLEA mutual concurrence.

Please address any questions or communications on this proposal to me at 916-324-0505 or Nicole Holtzman, Classification and Compensation, at 916-324-4063, 1515 S Street, North Building, Suite 400, Sacramento, CA 95814.

Sincerely,

A handwritten signature in black ink, appearing to read 'Randy Fisher', with a long horizontal line extending to the right.

Randy Fisher
Senior Labor Relations Officer

Attachments

Nicole Holtzman

From: LSvet@aol.com
Sent: Tuesday, August 03, 2010 9:49 AM
To: Nicole Holtzman
Cc: Randy Fisher
Subject: Re: notification of SPB Board item

Randy and Nicole, thank you for the information on the SPB agenda item to reestablish previously abolished classes. At this time we have no questions nor do we oppose the item. If we need additional information or should questions, we will contact you.

Larry Svetich
CAMS

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

CAREER-VOCATIONAL EDUCATION
Series Specification
(Established January 20, 1971)

SCOPE

This series specification describes four class levels with career-vocational education responsibilities in the Department of Education. These classes are used for positions responsible for promoting, planning, administering, coordinating, and evaluating statewide vocational education programs.

DISTINGUISHING CHARACTERISTICS

Two types of career-vocational education classes are distinguished: (1) Subject-matter specialists in the areas of Agricultural Education, Business Education, Health Careers Education, Home Economics Education, or Industrial and Technology Education; and (2) career-vocational education nonsubject-matter generalists.

The subject-matter specialists provide statewide career-vocational education program services in their respective areas of specialization. Nonsubject-matter generalists deal with the broad field of career-vocational education including program planning and development; research; dissemination; professional development; curriculum development; occupational testing; and career-vocational education programs such as comprehensive employment and training, career education, and regional occupation programs.

Nonsubject-matter generalist classes encompass all four class levels of the series. Subject-matter specialist classes are found in two levels of the series at the Consultant and Administrator I levels. The Career-Vocational Education Assistant class is the entry level class for either subject-matter specialty classes or general career-vocational education classes.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
EQ61	2715	Career-Vocational Education Assistant
EN50	2513	Agricultural Education Consultant
EN90	2517	Business Education Consultant
EO20	2514	Health Careers Education Consultant
EO50	2520	Home Economics Education Consultant
EO90	2524	Industrial and Technology Education Consultant
EQ57	2723	Career-Vocational Education Administrator I
EN40	2512	Agricultural Education Administrator I
EN80	2516	Business Education Administrator I

<u>Schem</u>	<u>Class</u>	
<u>Code</u>	<u>Code</u>	<u>Class</u>
EO30	2515	Health Careers Education Administrator I
EO40	2519	Home Economics Education Administrator I
EO80	2523	Industrial and Technology Education Administrator I
<u>EQ56</u>	<u>2724</u>	<u>Career-Vocational Education Administrator II</u>
EN20	2510	Assistant Superintendent of Public Instruction - Director of Career-Vocational Education, C.E.A.

DEFINITION OF SERIES

Persons in these classes provide leadership in career-vocational education for secondary and adult schools, as well as school regional occupational centers and programs. They are responsible for providing leadership in planning, developing, promoting, organizing, and directing the subject-matter programs (Agricultural, Business, Health Careers, Home Economics, and Industrial and Technology), as well as the general career-vocational education programs, and for providing consultation and assistance to local educational agencies and their staffs on new and ongoing programs. They promote and develop new and emerging career-vocational education programs, services, and activities; perform statewide and areawide program planning and development; provide research, coordination, and dissemination of public information; maintain liaison with representatives of business, organized labor, industry, prime sponsors, and agriculture; coordinate their programs and activities between the local and Federal education agencies; and provide leadership and sponsorship of career-vocational education student organizations. They are responsible for the field contact segment of the program pertinent to assuring local educational agency (LEA) compliance with State and Federal regulations; the allocation of State and Federal funds; review of all required career-vocational statistical and fiscal reports to assure accuracy of data and compliance with existing regulations; LEA compliance with regulations applicable to special career-vocational education funding requirements; and the preparation of fiscal and statistical reports.

FACTORS AFFECTING POSITION ALLOCATION

The scope and level of responsibilities assigned; the complexity of work; the independence and consequence of action; the level and scope of responsibility for program and policy development and evaluation; the impact of decisions on statewide programs; the extent of involvement in the legislative and administrative decision-making process; and the degree and scope of supervisory and managerial responsibility.

DEFINITION OF LEVELS

CAREER-VOCATIONAL EDUCATION ASSISTANT

This is the entry and first journey level in the series. This class is used as a permanent level for lesser skilled functions and as a training level for the higher professional levels in the series. The Assistant works under the general supervision of an Administrator in performing career-vocational education assignments and consultative services to local districts in such areas as reviewing applications for program funds; obtaining documentation needed to bring funding applications to approvable condition; interpreting statutes, guidelines, and regulations; reviewing requests for budget transfers and amendments; reviewing projects and programs for conformance to minimum standards; securing and compiling information about career-vocational education programs and conducting research in career-vocational education. Incumbents at the journey level carry out program administrative assignments, provide consultation and assistance to local administrators of career-vocational education programs in less complex or sensitive phases of the program; plan, develop, organize, and conduct training courses; assist in reviewing career-vocational education and local agency special program proposals, and evaluate the effectiveness of the program; advise on career-vocational education programs; and promote, organize, and report on classes and supervisory services that meet the standards for reimbursement for Federal and State funds. Incumbents may be assigned a geographical region, or may be assigned a specific area of program responsibility to be carried out independently or in cooperation with a Consultant, or may work under the lead of a Consultant.

AGRICULTURAL EDUCATION CONSULTANT
BUSINESS EDUCATION CONSULTANT
HEALTH CAREERS EDUCATION CONSULTANT
HOME ECONOMICS EDUCATION CONSULTANT
INDUSTRIAL AND TECHNOLOGY EDUCATION CONSULTANT

These classes are the full journey level in this series responsible for the more complex nonsupervisory assignments. Under direction from a position normally at the Administrator I or higher level, Consultants typically perform difficult, sensitive, and complex analytical duties in planning, developing, administering, and evaluating career-vocational education programs. Incumbents are assigned as subject-matter experts. They work directly with prime sponsors, school administrators, and teachers of career-vocational subjects and with students in career-vocational youth groups. Consultants may also provide leadership and training.

CAREER-VOCATIONAL EDUCATION ADMINISTRATOR I
AGRICULTURAL EDUCATION ADMINISTRATOR I
BUSINESS EDUCATION ADMINISTRATOR I
HEALTH CAREERS EDUCATION ADMINISTRATOR I
HOME ECONOMICS EDUCATION ADMINISTRATOR I
INDUSTRIAL AND TECHNOLOGY EDUCATION ADMINISTRATOR I

This is the first supervisory level in the series over qualified professionals at the Consultant and Assistant levels. Incumbents normally report to a higher level Assistant Superintendent in the field of career-vocational education. Under direction, an Administrator I typically plans, organizes, and directs the work of a program unit or may assist a higher level Assistant Superintendent in directing the development, administration, and evaluation of programs of a major unit with major program administrative or functional responsibilities. Incumbents in subject-matter specialty Administrator I classes plan, develop, and direct a statewide program in their respective areas of specialization.

Nonsupervisory positions may occasionally be allocated to these classes to perform high level administrative, coordinative, and consultative studies and projects for programs that are multiunit or multidivisional in scope. Incumbents functioning in this capacity typically report to an Assistant Superintendent or higher level position.

CAREER-VOCATIONAL EDUCATION ADMINISTRATOR II

This is the first managerial level class in this series. Under general direction from an Assistant Superintendent or higher level position, incumbents are responsible for directing either a major program unit with leadership responsibilities or multiple programs. Incumbents direct the work of a staff of professional educators which typically includes subordinate administrators and additional support and technical staff. A very limited number of staff positions may be allocated to this class based on program development, program monitoring, and coordinative and functional supervisory responsibilities equivalent in level to administrative positions in the class. Such positions normally report to an Assistant Superintendent or higher level position.

ASSISTANT SUPERINTENDENT OF PUBLIC INSTRUCTION - DIRECTOR OF CAREER-VOCATIONAL EDUCATION, C.E.A.

This level is responsible for promoting, planning, organizing, directing, and evaluating the statewide career-vocational education program in the Department of Education. Under administrative direction, an incumbent has primary leadership responsibility for the career-vocational education program, including program and policy development, implementation, and management; for coordinating this program with other segments of the total education program; and for

serving as a member of a variety of significant educational commissions, councils, and committees. The position typically reports to a higher level executive and, as assigned, represents the Superintendent of Public Instruction, and the State Board of Education with the Executive and Legislative Branches of the Federal and State Government, local educational agencies, the public, and the media.

MINIMUM QUALIFICATIONS

Credential Requirements

ALL LEVELS:

All classes in this series require the possession of a valid credential authorizing public school service in California as specified below. (Applicants who do not meet the credential requirement will be admitted to the examination, but must secure the credential requirement before they will be considered eligible for appointment.)

Possession of an earned master's or doctorate degree may be substituted for the required credential.

CAREER-VOCATIONAL EDUCATION ASSISTANT

Possession of a teaching credential or designated subjects credential with authorization to teach career-vocational education subjects or credential or life diploma of equivalent authorization.

ALL OTHER CLASSES IN THIS SERIES

Possession of an administrative credential or credential or life diploma of equivalent authorization. (One year of experience in the California Department of Education performing the duties of a professional education class at a level equivalent to the class of Career-Vocational Education Assistant, Range B, or higher may be substituted for the required credential. Experience used in this manner to meet the credential requirement must be in addition to that used to meet the general experience requirement.)

Experience Requirements

ALL LEVELS:

1. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement.

2. Experience in California state service applied toward the general experience pattern must include the same number of years of qualifying experience as required in the promotional pattern performing the duties of a class with a level of responsibility equivalent to that described in the promotional experience pattern.

CAREER-VOCATIONAL EDUCATION ASSISTANT

Either I

Two years of teaching experience in career-vocational education.

Or II

One year of administrative, supervisory, or equivalent level experience in career-vocational education. (Experience as a teacher trainer in career-vocational education subjects in a college or university may be substituted for the required administrative experience on a year-for-year basis.)

AGRICULTURAL EDUCATION CONSULTANT
BUSINESS EDUCATION CONSULTANT
HEALTH CAREERS EDUCATION CONSULTANT
HOME ECONOMICS EDUCATION CONSULTANT
INDUSTRIAL AND TECHNOLOGY EDUCATION CONSULTANT

Either I

One year of experience in the California state service performing career- vocational education duties at a level of responsibility equivalent to that obtained in the class of Career-Vocational Education Assistant, Range B.

Or II

Two years of administrative, supervisory, or equivalent level experience in career-vocational education. (Experience as a teacher trainer in career-vocational education subjects in a college or university may be substituted for the required administrative experience on a year-for-year basis.)

(For subject-matter Consultant classes, experience applied to either pattern must be in the appropriate area of specialization.)

CAREER-VOCATIONAL EDUCATION ADMINISTRATOR I
AGRICULTURAL EDUCATION ADMINISTRATOR I
BUSINESS EDUCATION ADMINISTRATOR I
HEALTH CAREERS EDUCATION ADMINISTRATOR I
HOME ECONOMICS EDUCATION ADMINISTRATOR I
INDUSTRIAL AND TECHNOLOGY EDUCATION ADMINISTRATOR I

Either I

One year of experience in the California state service performing career- vocational education duties at a level of responsibility equivalent to that obtained in the class of Agricultural Education

Consultant, Business Education Consultant, Health Careers Education Consultant, Home Economics Education Consultant, or Industrial and Technology Education Consultant.

Or II

Two years of experience in the California state service performing career- vocational education duties at a level of responsibility equivalent to that obtained in the class of Career-Vocational Education Assistant, Range B.

Or III

Three years of administrative, supervisory, or equivalent level experience in career-vocational education. (Experience as a teacher trainer in career-vocational education subjects in a college or university may be substituted for a maximum of two years of this experience on a year-for-year basis.)

(For subject-matter Administrator I classes, experience applied to any pattern must be in the appropriate area of specialization.)

CAREER-VOCATIONAL EDUCATION ADMINISTRATOR II

Either I

One year of experience in the California state service performing career vocational education duties at a level of responsibility equivalent to that obtained in the class of Career-Vocational Education Administrator I.

Or II

Two years of experience in the California state service performing career vocational education duties at a level of responsibility equivalent to that obtained in the class of Career-Vocational Education Consultant.

Or III

Four years of administrative, supervisory, or equivalent level experience, in a career-vocational education. (Experience as a teacher trainer in career-vocational education subjects in a college or university may be substituted for a maximum of two years of this experience on a year-for-year basis.)

ASSISTANT SUPERINTENDENT OF PUBLIC INSTRUCTION - DIRECTOR OF CAREER-VOCATIONAL EDUCATION, C.E.A.

Either I

Two years of experience in the California state service performing career- vocational education duties at a level of responsibility equivalent to that obtained in the class of Career-Vocational Education Administrator I.

Or II

Five years of administrative, supervisory, or equivalent level experience including one year in a managerial or high level supervisory capacity. (Experience as a teacher trainer in career-vocational education subjects in a college or university may be substituted for a maximum of two years of this experience on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

CAREER-VOCATIONAL EDUCATION ASSISTANT

Knowledge of: Philosophy, principles, practices, and trends of career-vocational education, with particular reference to the appropriate area of specialization; philosophy, principles, practices, and trends of education; career-vocational education curriculum development and instructional methods; program planning techniques; teacher-training methods and techniques; career-vocational occupations; research, statistics, and educational testing and measurement as applied to career-vocational education; type and length of training needed to prepare persons for career-vocational occupations; Federal and State laws and administrative policies pertaining to career-vocational education and subject-matter specialty (if appropriate); and philosophy, organization, and operation of career-vocational education youth groups.

Ability to: Develop leadership ability through a process of advice, consultation, and cooperation with others; exercise creativity in the formulation and development of education programs; apply educational policy; communicate effectively; analyze situations accurately and take appropriate action; plan, organize, and coordinate a variety of activities; develop and prepare instructional materials; establish effective working relations with all persons; exercise tact, resourcefulness, and prudent judgment; conduct successful classes, workshops, and institutes; and do complex research and analytical studies.

AGRICULTURAL EDUCATION CONSULTANT
BUSINESS EDUCATION CONSULTANT
HEALTH CAREERS EDUCATION CONSULTANT
HOME ECONOMICS EDUCATION CONSULTANT
INDUSTRIAL AND TECHNOLOGY EDUCATION CONSULTANT

Knowledge of: All of the above, and career-vocational education in California's public and private school systems; school administrative practices; the functions of schools, districts, and county offices of education; and the Department of Education's functions, rules, and regulations, especially as related to career-vocational education and subject-matter specialty (if appropriate).

Ability to: All of the above, and assume leadership and exercise creativity in the administration and evaluation of career-vocational education programs; interpret educational policy; and develop well-informed policy recommendations.

CAREER-VOCATIONAL EDUCATION ADMINISTRATOR I
AGRICULTURAL EDUCATION ADMINISTRATOR I
BUSINESS EDUCATION ADMINISTRATOR I
HEALTH CAREERS EDUCATION ADMINISTRATOR I
HOME ECONOMICS EDUCATION ADMINISTRATOR I
INDUSTRIAL AND TECHNOLOGY EDUCATION ADMINISTRATOR I

Knowledge of: All of the above, and the organization of the California Department of Education; principles of employee development, training, and supervision; the Department of Education's mission, goals, programs, and policies; community organizations and resources relating to career-vocational education; the Department's Affirmative Action Program objectives; and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: All of the above, and assume innovative leadership in formulating, promoting, and directing a statewide program; maintain liaison with officials of educational, governmental, and private organizations and groups; effectively and efficiently manage a staff and program within the resources provided; review and edit written documents; establish and maintain project and departmental priorities; work effectively with administrative personnel in the Department and other governmental agencies; supervise subordinate staff; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

CAREER-VOCATIONAL EDUCATION ADMINISTRATOR II
ASSISTANT SUPERINTENDENT OF PUBLIC INSTRUCTION - DIRECTOR OF CAREER-VOCATIONAL EDUCATION, C.E.A.

Knowledge of: All of the above, and principles of public administration, budgeting, and personnel management.

Ability to: All of the above, and assume innovative leadership and direction in promoting and directing the statewide program of career-vocational education; and advise and work effectively with the Superintendent of Public Instruction, the State Board of Education, and other top management staff in the Department and other governmental agencies.

ADDITIONAL DESIRABLE QUALIFICATIONS

In appraising experience, preference will be given to demonstrated program leadership in the fields of career-vocational education as demonstrated by participation in school or district committees, professional education associations, the development of major curricula or programs, or related activities.

SPECIAL PERSONAL REQUIREMENT

ALL LEVELS:

Willingness to travel throughout the State.

CLASS HISTORY

<u>Class</u>	<u>Date Estab</u>	<u>C.E.A. Estab</u>	<u>Date Revised</u>	<u>Title Changed</u>
Career-Vocational Education Assistant	11/3/93	--	10/4/94	10/4/94
Agricultural Education Consultant	6/7/62	--	5/18/10	10/4/94
Business Education Consultant	6/7/62	--	5/18/10	10/4/94
Health Careers Education Consultant	10/4/94	--	5/18/10	--
Home Economics Education Consultant	6/7/62	--	5/18/10	10/4/94
Industrial and Technology Education Consultant	6/7/62	--	5/18/10	10/4/94
Career-Vocational Education Administrator I	2/4/76	--	5/18/10	10/4/94
Agricultural Education Administrator I	6/7/62	--	5/18/10	10/4/94
Business Education Administrator I	6/7/62	--	5/18/10	10/4/94
Health Careers Education Administrator I	10/4/94	--	5/18/10	--
Home Economics Education Administrator I	6/7/62	--	5/18/10	10/4/94
Industrial and Technology Education Administrator I	6/7/62	--	5/18/10	10/4/94
<u>Career-Vocational Education Administrator II</u>	<u>2/4/76</u>	--	<u>10/4/94</u>	<u>10/4/94</u>
Assistant Superintendent of Public Instruction - Director of Career-Vocational Education, C.E.A.	--	6/7/62	10/4/94	10/4/94

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

SPECIAL EDUCATION
Series Specification
(Established September 29, 1976)

SCOPE

This series specification describes five ~~four~~ class levels for SPECIAL EDUCATION in the Department of Education. These classes are used for positions responsible for the development, promotion, coordination, and evaluation of special education programs for individuals with disabilities.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
FF59	2754	Special Education Assistant
FF60	2764	Special Education Consultant
FF65	2753	Special Education Administrator I
FF75	2751	Special Education Administrator II
FE10	2712	Assistant Superintendent of Public Instruction for Special Education, C.E.A.

DEFINITION OF SERIES

Persons in these classes develop, promote, coordinate, monitor, and assist in establishing special education programs in local school districts or in units within the Department of Education, or direct the special schools and special programs administered by the Department of Education; advise and assist school districts in determining the need for, and in establishing and developing special education programs for, individuals with disabilities including hearing impairments and/or visual impairments, language or speech disorders, severe orthopedic impairments, other health impairments, autism, mental retardation, serious emotional disturbance, specific learning disabilities, and traumatic brain injury; interpret and apply provisions of the Education Code and regulations of the State Board of Education and the Superintendent of Public Instruction regarding special education programs; secure and compile information about special education programs by school districts and county school offices and evaluate these programs; counsel with school officials on in-service training programs for teachers in special education; conduct research in special education; recommend methods of adjusting school programs to meet the special education needs of such pupils; promote and participate in educational meetings, and enlist the aid of other agencies in the special education of individuals with disabilities; provide consultative services to local school districts in identifying individuals with disabilities and in describing their special educational needs; provide consultative services to local school districts in the preparation of applications for grants for

Federal- or State-financed special education projects; review and evaluate specific project proposals and curriculum and instructional programs for improvement of special education; assist in the coordination of statewide programs in special education; provide staff assistance in the administration of special programs and special services to individuals with disabilities in the Department of Education Special Schools; conduct and participate in conferences and workshops, committees, study institutes, and study groups for in-service education; and maintain liaison with other organizational units in the California Department of Education, other State agencies, and professional and parent organizations.

FACTORS AFFECTING POSITION ALLOCATION

Scope and level of responsibilities assigned; complexity of work; independence and consequence of action; level and scope of responsibility of program policy development and implementation; impact of decision making on statewide and department programs; and degree of supervision exercised and received.

DEFINITION OF LEVELS

SPECIAL EDUCATION ASSISTANT

This is the entry and first journey level in this series. This class is used as a permanent level for less skilled functions and as a training level for the higher professional levels in the series. Incumbents typically work under the general supervision of an Administrator in performing a variety of tasks. At the entry level, incumbents perform consultative services to local school districts in such areas as screening applications for completeness and accuracy; securing and compiling information about special education programs by school district and county offices; interpreting statutes, guidelines, and regulations; and conducting research in special education. More experienced incumbents provide consultative services to local school officials in special education program planning, development, evaluation, and administration; and assist in developing, promoting, and evaluating proposals from local school districts, county offices, and other agencies eligible for Federal and State financial assistance. Incumbents may either have a statewide program responsibility in a special education specialty or be assigned regional special education program responsibility for less complex or sensitive phases of the program. Incumbents may also work under the lead of a Consultant.

SPECIAL EDUCATION CONSULTANT

This class is the full journey level in this series. Under the direction of an Administrator, the Consultant serves as a departmental

spokesperson for special education programs in a geographic area, or serves as a statewide specialist for a particular special education program component. Additionally, incumbents coordinate the development of regulations, guidelines, and research projects; and perform the more difficult, sensitive, and complex special education program planning and development assignments. Consultants may also provide leadership and training to incumbents in the Assistant class in this series.

SPECIAL EDUCATION ADMINISTRATOR I

This is the first supervisory level in the series over qualified professionals at the Consultant and Assistant levels. Incumbents normally report to a higher level administrator in the field of special education programs. Under direction, the Administrator I typically plans, organizes, and directs the work of a program unit or may assist a higher level Administrator in directing the development, administration, and evaluation of programs of a major unit with major administrative or functional responsibilities.

Nonsupervisory positions may occasionally be allocated to this class to perform high level administrative, coordinative, and consultative studies and projects for programs that are multiunit or multidivisional in scope. Incumbents functioning in this capacity typically report to an Assistant Superintendent or higher level position.

SPECIAL EDUCATION ADMINISTRATOR II

This is the first managerial level of the series. Under general direction, incumbents are responsible for a major program unit with leadership responsibilities for a major administrative or functional subdivision of the special education program of the Department. A very limited number of staff positions may also be allocated to this level based on program development, program monitoring, coordinative, or functional supervisory responsibility equivalent in level to administrative positions in the class. Such positions normally report to the Assistant Superintendent or higher level.

ASSISTANT SUPERINTENDENT OF PUBLIC INSTRUCTION FOR SPECIAL EDUCATION, C.E.A.

Under administrative direction, this is the first policy development and formulation level with major program responsibility within special education. Incumbents direct the program as it relates to school districts, county offices, special education local plan areas, other departmental divisions, other State agencies, and/or parent and professional organizations.

MINIMUM QUALIFICATIONS

CREDENTIAL REQUIREMENTS

ALL LEVELS:

Possession of a valid credential or permit authorizing public school service in California. (Applicants who do not possess the required credential or permit will be admitted to the examination, but must secure the credential or permit before they will be considered eligible for appointment.) (A Master's Degree or equivalent in Special Education or related field may be substituted for the credential requirement at any level.)

SPECIAL EDUCATION ASSISTANT

Possession of a valid teaching credential or multiple or single subjects credential with Special Education emphasis, specialist credential in Special Education or School Psychology, or credential of equivalent authorization.

SPECIAL EDUCATION CONSULTANT

SPECIAL EDUCATION ADMINISTRATOR I

SPECIAL EDUCATION ADMINISTRATOR II

ASSISTANT SUPERINTENDENT OF PUBLIC INSTRUCTION FOR SPECIAL EDUCATION, C.E.A.

Possession of a valid administration credential or credential or life diploma of equivalent authorization. (One year of experience in the California Department of Education performing the duties of a professional education class at a level equivalent to the class of Special Education Assistant, Range B, or higher may be substituted for the required credential. Experience used in this manner to meet the credential requirement must be in addition to that used to meet the general experience requirement.)

EXPERIENCE REQUIREMENTS

ALL LEVELS:

1. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern, to meet the total experience requirement.
2. Experience in the California state service applied toward the general experience pattern must include the same number of years of qualifying experience as required in the promotional pattern performing the duties of a class equivalent to the level described in the promotional experience pattern.

SPECIAL EDUCATION ASSISTANT

Two years of teaching experience in a special education program for individuals with disabilities, hearing impairment and/or visual impairment, language or speech disorder, severe orthopedic impairment, other health impairment, autism, mental retardation, serious emotional disturbance, specific learning disabilities, or traumatic brain injury.

and

One year of administrative, supervisory, or equivalent staff level experience in special education in one of these same program areas.

SPECIAL EDUCATION CONSULTANT

Either I

One year of experience in the California state service performing special education duties of a class with a level of responsibility equivalent to a Special Education Assistant, Range B.

Or II

Two years of administrative, supervisory, or equivalent staff level experience in special education. (This includes experience in programs for individuals with disabilities, hearing impairment and/or visual impairment, language or speech disorder, severe orthopedic impairment, other health impairment, autism, mental retardation, serious emotional disturbance, specific learning disabilities, or traumatic brain injury.)

SPECIAL EDUCATION ADMINISTRATOR I

Either I

One year of experience in the California state service performing special education duties of a class with a level of responsibility equivalent to a Special Education Consultant, or

Two years of experience in the California state service performing special education duties of a class with a level of responsibility equivalent to a Special Education Assistant, Range B.

Or II

Three years of administrative, supervisory, or equivalent staff level experience in special education which shall have developed a broad background in the administration or supervision of a special education program.

SPECIAL EDUCATION ADMINISTRATOR II

Either I

One year of experience in the California state service performing special education duties of a class with a level of responsibility equivalent to a Special Education Administrator I.

Or II

Two years of experience in the California state service performing special education duties of a class with a level of responsibility equivalent in level to a Special Education Consultant.

Or III

Four years of administrative, supervisory, or equivalent staff level experience in special education which shall have developed a broad background in the administration or supervision of a special education program.

ASSISTANT SUPERINTENDENT OF PUBLIC INSTRUCTION FOR SPECIAL EDUCATION,
C.E.A.

Either I

One year of experience in the California state service performing special education duties of a class with a level of responsibility equivalent to a Special Education Administrator II⁺. or

Two years of experience in the California state service performing special education duties of a class with a level of responsibility equivalent to a Special Education Administrator I.

Or II

Five years of administrative, supervisory, or equivalent staff level experience in special education which shall have developed in the applicant a broad background in the administration or supervision of a special education program.

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Educational practices, trends, and theory with emphasis on the principles and techniques and special education; literature in the field of education, particularly as it pertains to individuals with disabilities; and organization of the California educational system.

Ability to: Work cooperatively with school officials, representatives of community civic groups, State officials, and others; communicate effectively; and analyze situations accurately and take effective action.

SPECIAL EDUCATION ASSISTANT
SPECIAL EDUCATION CONSULTANT

Knowledge of: All of the above, and principles of mental hygiene, educational testing, and educational and vocational guidance; current teacher training methods; community services available for assistance to individuals with disabilities; principles of intergroup relations; provisions of Federal and State legislation and administrative regulations, policies, and court orders relating to special education and to instruction and administration of public education; and research terminology and techniques.

Ability to: All of the above, and apply leadership and creativity in the identification, development, and implementation of new programs, program revisions, and program evaluation in special education; conduct conferences, workshops, and institutes; and plan, organize, and direct the work of others.

SPECIAL EDUCATION ADMINISTRATOR I
SPECIAL EDUCATION ADMINISTRATOR II
ASSISTANT SUPERINTENDENT OF PUBLIC INSTRUCTION FOR SPECIAL EDUCATION, C.E.A.

Knowledge of: All of the above, and principles and methods of public and business administration; administrative practices in the administration and public coordination of special education for programs; California Education Code and the rules and regulations of the California State Board of Education pertaining to special education; principles of personnel management and supervision; the Department's Affirmative Action Program objectives; a manager's role in affirmative action and labor relations programs; and the processes available to meet the objectives of these programs.

Ability to: All of the above, and assume leadership in the formulation and direction of special education programs; develop local programs adapted to the special needs and limitations of schools and communities; do research work in the field of special education; establish effective working relationships with all individuals and groups contacted in the course of work; effectively and efficiently supervise and manage a staff and program within available resources; establish and maintain project and departmental priorities; work effectively with administrative personnel in the Department and other agencies; and effectively contribute to the Department's equal employment opportunity program objectives.

SPECIAL PERSONAL REQUIREMENT

ALL LEVELS:

Evidence of: Willingness to travel throughout the State.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>C.E.A. Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Special Education Assistant I	9/20/72	--	11/3/93	--
Special Education Assistant II	9/20/72	--	11/3/93	--
Special Education Assistant	11/3/93	--	--	--
Special Education Consultant	9/20/72	--	11/3/93	--
Special Education Administrator I	10/1/75	--	11/3/93	--
Special Education Administrator II	9/29/76	--	11/3/93	--
Assistant Superintendent Instruction for Special Education, C.E.A.	--	7/11/58	11/3/93	4/23/85

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

CHILD DEVELOPMENT
Series Specification
(Established January 5, 1977)

SCOPE

This series specification describes five ~~four~~ class levels for Child Development in the Department of Education. These classes are used for positions responsible for the development, conduct, coordination, and evaluation of preschool, pre-kindergarten, children's center, and other group child development projects.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
FB65	2837	Child Development Assistant
FB64	2834	Child Development Consultant
FB62	2835	Child Development Administrator I
FB60	2836	Child Development Administrator II
FB24	2605	Assistant Superintendent of Public Instruction for Child Development, C.E.A.

DEFINITION OF SERIES

Persons in these classes develop, promote, evaluate, and assist in establishing preschool and child development programs at the local level while disseminating and promulgating desirable practices for the education of preschool children on a statewide basis. They consult with and advise county offices of education and district school administrators, preschool education program directors, directors and supervisors of children's centers, and other group child development agency administrators, and others regarding State policies, laws, rules, and regulations with respect to preschool and child development programs and facilities; provide guidance to applicants for funds and in the development of programs; review and process project applications for recommendation to the State Board of Education; provide guidance regarding approved accounting systems and fiscal practices that relate to funding and operation of programs; assist in developing programs for parent involvement, participation, and education, and for the in-service education of teachers; recommend and advise on facilities, equipment, supplies, and furnishings to be used in preschool; advise and assist in implementing health and nutritional programs and required social services; recommend and prepare appropriate manuals, bulletins, and teaching materials on curricular, instructional, supervisory, and administrative problems relating to group child development; conduct and participate in conferences, workshops, statewide and regional committees, study groups, and teachers' in-service programs; and to do other related work.

FACTORS AFFECTING POSITION ALLOCATION

Scope and level of responsibilities assigned; complexity of work; independence of action; level and scope of responsibility of program and policy development and implementation; impact of decision making on statewide programs; and the degree of supervisory and administrative responsibility.

DEFINITION OF LEVELS

CHILD DEVELOPMENT ASSISTANT

This is the entry and first journey level in this series. This class is used as a permanent level for lesser skilled functions and as a training level for the higher professional levels in the series. The Assistant typically works under the general supervision of an Administrator in performing more routine administrative assignments and consultative services to local districts in such areas as screening applications for completeness and accuracy; obtaining documentation needed to bring funding applications to approvable condition, interpreting statutes, guidelines, and regulations; reviewing requests for budget transfers and amendments; inspecting sites and facilities for conformance with minimum standards; reviewing records of documentation of medical and dental screening, social services, and inventories of equipment and developing information on projects for records and statistical purposes. More experienced incumbents carry out administrative assignments, consultation, and assistance to local administrators of child development programs in less complex or sensitive phases of the program; and monitor program components, prepare reports, and make recommendations for improving project effectiveness or on funding of agencies. Incumbents may also work under the lead of a Consultant.

CHILD DEVELOPMENT CONSULTANT

This is the full journey level in the series. The Consultant serves as a departmental representative on child development programs in a geographic area, or serves as a statewide specialist for particular child development components.

Under the direction of an Administrator, consultants have general responsibility for all activities in their geographic, subject-matter, or functional area. They provide coordination and liaison among various private, State, and other public agencies which provide services to children; evaluate curricula for use in child development programs; review recommendations of lower level staff related to applications for funding, site, and facilities inspections and decide what action is to be taken; participate in developing the annual work plan as part of the budget; and perform the more difficult, sensitive,

and complex program formulation, analysis, implementation, administrative, and assessment activities. Consultants may also provide leadership and training to incumbents in the Assistant class in this series.

CHILD DEVELOPMENT ADMINISTRATOR I

This is the first supervisory level in the series over qualified professionals at the Consultant and Assistant levels. Incumbents normally report to a higher level Administrator in the field of child development programs. Under direction, the Administrator I typically plans, organizes, and directs the work of a program unit or may assist a higher level Administrator in directing the development, administration, and evaluation of programs of a major unit with major administrative or functional responsibilities. Nonsupervisory positions may occasionally be allocated to this class to perform high level administrative, coordinative, and consultative studies and projects for programs that are multiunit or multidivisional in scope. Incumbents functioning in this capacity typically report to an Assistant Superintendent or higher level position.

CHILD DEVELOPMENT ADMINISTRATOR II

This is the first managerial level of the series. Under general direction, incumbents are responsible for a major program unit with leadership responsibilities for a major administrative or functional subdivision of the child development program of the Department. A very limited number of staff positions may also be allocated to this level based on program development, program monitoring, coordinate or functional supervisory responsibilities equivalent in level to administrative positions in the class. Such positions normally report to the Associate Superintendent or higher level.

ASSISTANT SUPERINTENDENT OF PUBLIC INSTRUCTION FOR CHILD DEVELOPMENT, C.E.A.

Under administrative direction, this level is responsible for planning, developing, administering, and coordinating the child development program of the Department of Education.

MINIMUM QUALIFICATIONS

CREDENTIAL REQUIREMENTS

ALL LEVELS:

Possession of a valid credential or permit authorizing public school service in California. (Applicants who do not possess the required

credential or permit will be admitted to the examination, but must secure the credential or permit before they will be considered eligible for appointment.) (A Master's Degree or equivalent in Child Growth and Development, Early Childhood Education, Social Work, or a related subject with emphasis in childhood development may be substituted for the credential requirement.)

CHILD DEVELOPMENT ASSISTANT

Possession of a valid children's center supervision permit or comprehensive parent education credential or a credential of equivalent authorization.

CHILD DEVELOPMENT CONSULTANT

CHILD DEVELOPMENT ADMINISTRATOR I

CHILD DEVELOPMENT ADMINISTRATOR II

ASSISTANT SUPERINTENDENT OF PUBLIC INSTRUCTION FOR CHILD DEVELOPMENT, C.E.A.

Possession of a valid administration credential or credential or life diploma of equivalent authorization. (One year of experience in the California Department of Education performing the duties of a professional education class at a level equivalent to the class of Child Development Assistant, Range B, or higher may be substituted for the required credential. Experience used in this manner to meet the credential requirement must be in addition to that used to meet the general experience requirement.)

EXPERIENCE REQUIREMENTS

ALL LEVELS:

1. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement.
2. Experience in the California state service applied toward the general experience pattern must include the same number of years of qualifying experience as required in the promotional pattern performing the duties of a class with a level of responsibility equivalent to that described in the promotional experience pattern.

CHILD DEVELOPMENT ASSISTANT

Two years of experience as a teacher in a child development, preschool, or related community action program.

and

One year of experience in one of the following:

1. As head teacher in one of the above schools or centers.
2. As a team leader of a differentiated staff in preschool education.
3. As a consultant, supervisor, or administrator in preschool education.

CHILD DEVELOPMENT CONSULTANT

Either I

One year of experience in the California state service performing child development or elementary education duties of a class with a level of responsibility equivalent to a Child Development Assistant, Range B.

Or II

Two years of administrative, supervisory, or consultant level experience in a nonfamily child development center, preschool program, parent-involvement child development program, or a comparable child development program administered by a school, community action agency, county school office, or State, or Federal agency.

CHILD DEVELOPMENT ADMINISTRATOR I

Either I

One year of experience in the California state service performing child development or elementary education duties of a class with a level of responsibility equivalent to a Child Development Consultant.

Or II

Two years of experience in the California state service performing child development or elementary education duties of a class with a level of responsibility equivalent to a Child Development Assistant, Range B.

Or III

Three years of administrative, supervisory, or consultant level experience in a nonfamily child development center, preschool program, parent-involvement child development program, or a comparable child development program administered by a school, community action agency, county school office, or State, or Federal agency.

CHILD DEVELOPMENT ADMINISTRATOR II

Either I

One year of experience in the California state service performing child development or elementary education duties of a class with a level of responsibility equivalent to at least that of a Child Development Administrator I.

Or II

Two years of experience in the California state service performing child development or elementary education duties of a class with a level of responsibility equivalent to at least that of a Child Development Consultant.

Or III

Four years of administrative, supervisory, or consultant level experience in a nonfamily child development center, preschool program, parent-involvement child development program, or a comparable child development program administered by a school, community action agency, county school office, State, or Federal agency.

ASSISTANT SUPERINTENDENT OF PUBLIC INSTRUCTION FOR CHILD DEVELOPMENT,
C.E.A.

Either I

One year of experience in the California state service performing child development or elementary education duties of a class with a level of responsibility equivalent to that of a Child Development Administrator II.

Or II

Two years of experience performing child development or elementary education duties of a class with a level of responsibility equivalent to that of a Child Development Administrator I.

Or III

Five years of broad and extensive administrative, supervisory, or consultant level experience in a nonfamily child development center, preschool program, parent-involvement child development program, or a comparable child development program administered by a school, community action agency, county school office, or State, or Federal agency.

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Modern principles, trends, and practices in children's centers and preschool childhood education; educational programs for children from varied social, economic, and ethnic backgrounds; and growth and development patterns, and problems of young children.

Ability to: Demonstrate effective classroom procedures; establish and maintain cooperative relations with persons contacted in the course of the work; communicate effectively with individuals of various ethnic backgrounds; communicate effectively; analyze situations accurately and take effective action; develop curricula in the field of preschool education; formulate and carry out research studies; and conduct conferences, workshops, and teachers' institutes.

CHILD DEVELOPMENT CONSULTANT

Knowledge of: In addition to the above, current developments and research in children's centers, preschool education, parent education, and kindergarten; literature and other instructional material in the fields of preschool education; and functions and purposes of Federal legislation, the Education Code, and regulations of the State Board of Education pertaining to preschool education.

Ability to: All of the above.

CHILD DEVELOPMENT ADMINISTRATOR I

CHILD DEVELOPMENT ADMINISTRATOR II

ASSISTANT SUPERINTENDENT OF PUBLIC INSTRUCTION FOR CHILD DEVELOPMENT, C.E.A.

Knowledge of: In addition to the above, the organization and functions of the State Department of Education; principles of public administration, budgeting, and personnel management; program planning procedures; program development and implementation; program audit procedures; and the Department's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: In addition to the above, provide leadership and direction to a statewide education program; work effectively with top administrative personnel in the Department and other agencies; supervise subordinate staff; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

SPECIAL PERSONAL REQUIREMENT

ALL LEVELS:

Evidence of: Willingness to travel throughout the State.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>C.E.A. Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Child Development Assistant	11/3/93	--	6/10/08	--
Child Development Consultant	1/5/77	--	6 10/08	--

<u>Class</u>	<u>Date Established</u>	<u>C.E.A. Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Child Development Administrator I	1/5/77	--	6/10/08	--
Child Development Administrator II	1/5/77	--	6/10/08	--
Assistant Superintendent of Public Instruction for Child Development, C.E.A.	--	3/7/73	6/10/08	--

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

EDUCATION PROGRAMS ADMINISTRATION

Series Specification

(Established September 3, 1970)

SCOPE

This series specification describes six ~~five~~ class levels for general education consultative and program administrative responsibilities in the Department of Education. These classes are used for positions responsible for developing, administering, and evaluating broad statewide elementary, secondary, and related postsecondary education policies and programs. These classes include the responsibility for communicating and applying such policies and programs for the improvement of local educational programs in California. Functions or education programs which require that incumbents possess in-depth knowledge and diversified experience in the development, coordination, management, and evaluation of one or more of the general educational programs are staffed with this series. Functions or education programs which require incumbents with extensive experience in specialized education programs will continue to be allocated to specialized classes.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
ER95	2655	Education Programs Assistant
ER90	2656	Education Programs Consultant
ER86	2657	Education Administrator I
ER83	2658	Education Administrator II
ER82	2659	Assistant Superintendent of Public Instruction for General Education, C.E.A.
ER81	2660	Associate Superintendent of Public Instruction, C.E.A.

DEFINITION OF SERIES

Persons in these classes provide leadership in public education in California by developing standards, policies, programs, and procedures relating to the broad education programs and functions of the Department of Education. Assignments include the development of new educational programs; the refinement, modification, or elimination of existing educational programs; and the coordination, assessment, or reassessment of agency priorities. Operational responsibilities may include the development and provision of direct assistance to local educational agencies of the State regarding the implementation of programs; the collaboration with college and university faculty and others on the development and implementation of curriculum and other education-related materials; the administration of grant programs including the distribution of funds and the review of programs; the development, review, analysis, and interpretation of State and Federal statutes, administrative regulations,

policy documents, and departmental procedures; the review of local school and/or district operations to ensure programmatic quality and compliance with State and Federal law; and the representation of the Department with appropriate lay and professional groups. Incumbents evaluate programs for conformance to standards, policies, and procedures; consult with and advise public and private schools and other organizations on the development, administration, and evaluation of educational programs; interpret and apply Federal and State laws and departmental policies and regulations affecting educational programs; conduct studies and do research relating to the planning, evaluation, and administration of programs; prepare and publish articles and reports; organize, administer, and attend conferences and workshops; prepare and recommend changes in legislation, regulations, and policies to facilitate the work of the Department; make oral presentations; and represent the Department as assigned. Persons in these classes do other related work.

FACTORS AFFECTING POSITION ALLOCATION

The scope and level of responsibilities assigned; the complexity of work; the independence and consequence of action; the level and scope of responsibility of program and policy development and implementation; the impact of decision making on statewide programs; and degree of supervisory and administrative responsibility.

DEFINITION OF LEVELS

EDUCATION PROGRAMS ASSISTANT

This class is the entry and first journey level in the series. The Assistant performs administrative assignments, consultation, and technical assistance for local, State, and Federal education programs in less complex or sensitive phases of the programs; monitors program components, prepares reports, and makes recommendations for improving program effectiveness. The Assistant may be used as a training level for the Education Programs Consultant or comparable class; and may also work under the guidance of a Consultant.

EDUCATION PROGRAMS CONSULTANT

This class is the full journey level in this series. Under general supervision, incumbents perform complex analytical duties in planning, developing, administering, and evaluating educational programs. They provide consultative services to local, State, and Federal school officials in either general or special curricula, and instructional program planning; provide developmental services for educational programs designed to improve educational efforts; and prepare and present complex documents on sensitive policy issues for a variety of State, Federal, and local level audiences.

Typically functioning within a program unit, individuals at this level may either have a statewide or regional program responsibility in an educational area of specialization.

Positions in this class perform the more difficult, sensitive, and complex journey level program development, analysis, implementation, administrative, and assessment activities. Consultants may provide leadership and training to incumbents at the Assistant level.

EDUCATION ADMINISTRATOR I

This class is the first supervisory level over professionals at the Consultant and Assistant levels, as well as support and technical staff. Incumbents either assist an Education Administrator II or a higher level manager in directing the planning, development, administration, and evaluation of educational programs of a major unit or directly supervise a smaller unit. Nonsupervisory positions may be allocated to this class performing high level administrative, coordinative, and consultative responsibilities for programs that are multiunit or multidivision in scope. Incumbents functioning at this level in nonsupervisory positions typically report to an Assistant Superintendent or higher level position.

EDUCATION ADMINISTRATOR II

This is the first managerial level in this series. Incumbents perform leadership responsibilities as managers over a small program division, or a major unit in a larger program division having statewide impact. They direct the work of a total unit staff of professional education personnel, usually including two or more staff at the Education Administrator I level, and additional support and technical staff. Incumbents typically report directly to an Assistant Superintendent or higher level manager. A limited number of staff positions are allocable to this class based on program development, program monitoring, coordinative and functional supervisory responsibilities for the most sensitive issues equivalent in level to the responsibilities of line administrative positions in the class. Staff positions typically report to an Associate Superintendent or higher level manager.

ASSISTANT SUPERINTENDENT OF PUBLIC INSTRUCTION FOR GENERAL EDUCATION, C.E.A.

This level has policy development and formulation responsibilities. Incumbents in this class typically direct the work of a major program division and are responsible for planning, developing, assigning resources to, coordinating, administering, and monitoring large education programs of the Department.

ASSOCIATE SUPERINTENDENT OF PUBLIC INSTRUCTION, C.E.A.

This level has primary policy development and formulation responsibilities for the most highly sensitive and visible education programs. Incumbents are responsible for planning, developing, assigning resources to, coordinating, administering and monitoring the work of major sensitive and visible program divisions.

MINIMUM QUALIFICATIONS

EDUCATION PROGRAMS ASSISTANT

Credential Requirements: Possession of a valid California teaching credential with specialization in elementary, secondary, or community college teaching or credential or life diploma of equivalent authorization. (Applicants who do not meet the credential requirement will be admitted to the examination but must meet the requirement before they will be considered eligible for appointment.)

(Possession of an earned master's or doctorate degree may be substituted for the required credential.)

EDUCATION PROGRAMS CONSULTANT

EDUCATION ADMINISTRATOR I AND II

ASSISTANT SUPERINTENDENT OF PUBLIC INSTRUCTION FOR GENERAL EDUCATION, C.E.A.

ASSOCIATE SUPERINTENDENT OF PUBLIC INSTRUCTION, C.E.A.

Credential Requirements: Possession of a valid California administration credential or credential or life diploma of equivalent authorization. (Applicants who do not meet the credential requirement will be admitted to the examination but must meet the requirement before they will be considered eligible for appointment.)

(Possession of an earned master's or doctorate degree may be substituted for the required credential.)

(One year of experience in the Department of Education performing the duties of a professional education class at a level equivalent to the class Education Programs Assistant, Range B, or higher may be substituted for the required credential. Experience used in this manner to meet the credential requirement must be in addition to that used to meet the general experience requirement.)

ALL LEVELS:

Experience Requirements: Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in the California state service applied toward the open experience pattern must

include the same number of years of qualifying experience as required in the promotional pattern performing the duties of a class with a level of responsibility equivalent to that described in the promotional experience pattern.

EDUCATION PROGRAMS ASSISTANT

Either I

Two years of teaching experience in elementary, secondary, or postsecondary education which shall have included demonstrated educational leadership in one or more of the following: school or district committees; professional education associations; or in the development of major curricula or programs.

Or II

One year of administrative, educational program or policy development, or equivalent staff level experience in elementary, secondary, or postsecondary education which shall have developed in the applicant a comprehensive knowledge of and competence in education program planning, development, coordination, or implementation.

EDUCATION PROGRAMS CONSULTANT

Either I

One year of experience in the California state service performing professional education duties at a level of responsibility equivalent to that obtained in the class of Education Programs Assistant, Range B.

Or II

Two years of administrative, educational program or policy development, or equivalent staff level experience in elementary, secondary, or postsecondary education which shall have developed in the applicant a comprehensive knowledge of and competence in education program planning, development, coordination, or implementation.

EDUCATION ADMINISTRATOR I

Either I

One year of experience in the California state service performing professional education duties at a level of responsibility equivalent to that obtained in the class of Education Programs Consultant; or two years of experience in the California state service performing professional education duties at a level of responsibility equivalent to that obtained in the class of Education Programs Assistant, Range B.

Or II

Three years of administrative, educational program or policy development, or equivalent staff level experience in elementary, secondary, or postsecondary education which shall have developed in the applicant a comprehensive knowledge of and competence in education program planning, development, coordination, or implementation.

EDUCATION ADMINISTRATOR IIEither I

One year of experience in the California state service performing professional education duties at a level of responsibility equivalent to that obtained in the class of Education Administrator I, or two years of experience in the California state service performing professional education duties at a level of responsibility equivalent to that obtained in the class of Education Programs Consultant.

Or II

Four years of administrative, educational program or policy development, or equivalent staff level experience in elementary, secondary, or postsecondary education which shall have developed in the applicant a comprehensive knowledge of and competence in education program planning, development, coordination, or implementation.

ASSISTANT SUPERINTENDENT OF PUBLIC INSTRUCTION FOR GENERAL EDUCATION, C.E.A.

ASSOCIATE SUPERINTENDENT OF PUBLIC INSTRUCTION, C.E.A.

Either I

One year of experience in the California state service performing professional education duties at a level of responsibility equivalent to that obtained in the class of Education Administrator II, or Two years of experience in the California state service performing professional education duties at a level of responsibility equivalent to that obtained in the class of Education Administrator I.

Or II

Five years of administrative, educational program or policy development, or equivalent staff level experience in elementary, secondary, or postsecondary education which shall have developed in the applicant a comprehensive knowledge of and competence in education program planning, development, coordination, or implementation.

KNOWLEDGE AND ABILITIES

EDUCATION PROGRAMS ASSISTANT

Knowledge of: Principles, practices, and trends in public and private elementary, secondary, and postsecondary education; academic subject-matter curriculum development and instructional methods; research and statistical methods; and program planning techniques.

Ability to: Assume leadership and exercise creativity in the formulation and development of education programs; do complex research and analytical studies; apply educational policy; present ideas clearly and concisely in oral and written form; establish effective working relations; and exercise tact, resourcefulness, and judgment with all groups contacted in the work.

EDUCATION PROGRAMS CONSULTANT

Knowledge of: In addition to the above, the California public and private school system, school administrative practices, and the functions of the Department of Education; and Federal and State education laws and Department of Education rules and regulations.

Ability to: In addition to the above, assume leadership and exercise creativity in the administration and evaluation of education programs; interpret educational policy; and analyze situations accurately and take effective action.

EDUCATION ADMINISTRATOR I

Knowledge of: In addition to the above, the organization of the State Department of Education; principles of employee development, training, and supervision; the Department of Education's mission, goals, programs, and policies; and the Department's Equal Employment Opportunity Program objectives, and a manager's role in equal employment and labor relations and the processes available to meet these program objectives.

Ability to: In addition to the above, effectively and efficiently manage a staff and program within the resources provided; review and edit written documents; establish and maintain project and departmental priorities; work effectively with administrative personnel in the Department and in other governmental agencies; supervise subordinate staff; and effectively contribute to the Department's equal employment objectives.

EDUCATION ADMINISTRATOR II

ASSISTANT SUPERINTENDENT OF PUBLIC INSTRUCTION FOR GENERAL EDUCATION,
C.E.A.

ASSOCIATE SUPERINTENDENT OF PUBLIC INSTRUCTION, C.E.A.

Knowledge of: In addition to the above, principles of public administration, budgeting, and personnel management.

Ability to: In addition to the above, provide leadership and direction to a statewide education program; formulate policies; and work effectively with top management staff in the Department and other governmental agencies.

ADDITIONAL DESIRABLE QUALIFICATIONS

In appraising experience, preference will be given to demonstrated program leadership in the field of education, particularly in programs designed toward improving academic achievement.

SPECIAL PERSONAL REQUIREMENTS

ALL LEVELS:

The following special personal characteristics are required: tact, resourcefulness, and willingness to travel throughout the State.

CLASS HISTORY

<u>Class</u>	<u>C.E.A. Estab.</u>	<u>Date Estab.</u>	<u>Date Revised</u>	<u>Title Changed</u>
Education Programs Assistant	--	7/29/86	--	--
Education Programs Consultant	--	3/3/66	7/29/86	7/29/86
Education Administrator I	--	9/3/70	7/29/86	--
Education Administrator II	--	9/3/80	7/29/86	--
Assistant Superintendent of Public Instruction for General Education, C.E.A.	3/7/73	3/7/73	7/29/86	--
Associate Superintendent of Public Instruction, C.E.A.	3/7/73	3/7/73	7/29/86	--

ALTERNATE RANGE CRITERIA 226

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B. This range shall apply to persons who have successfully completed either:

1. One year performing education duties of a class equivalent in level to an Education Programs Assistant, Range A; or
2. Possession of a valid California administration credential, or credential or life diploma of equivalent authorization. (Possession of a master's or doctorate degree may be substituted for the required credential.)

CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions. Section A lists position actions that have been proposed and are currently under consideration. Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the CEA and Board Item Unit of the State Personnel Board, and the department proposing the action. To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration. In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and the CEA and Board Item Unit recommends Executive Officer approval the action becomes effective without further action by the five-member Board. Section B of this portion of the Agenda reports those position actions that have been approved and are effective as of the date they were signed by the Executive Officer of the State Personnel Board.

A. REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS CURRENTLY UNDER CONSIDERATION

NONE

B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS

1. CHIEF, HEADQUARTERS OPERATIONS, OFFICE OF INTERNAL AFFAIRS

The California Department of Corrections and Rehabilitation's request to allocate the above position to the CEA category was approved on September 7, 2010.

2. INSPECTOR GENERAL

The California Highway Patrol's request to allocate the above position to the CEA category was approved on September 7, 2010.

3. DISTRICT 7, DEPUTY DISTRICT DIRECTOR, PROGRAM/PROJECT MANAGEMENT

The California Department of Transportation's request to allocate the above position to the CEA category was approved on September 7, 2010.

**4. PROJECT DIRECTOR, FISCAL INTERMEDIARY MEDICAID
MANAGEMENT INFORMATION SYSTEM**

The California Department of Health Care Services' request to revise the above CEA allocation was approved on September 7, 2010.

A. SUBMITTED ITEMS NOT SCHEDULED FOR ACTION

These items have been taken under submission by the State Personnel Board at a prior meeting and are not scheduled for action at this meeting.

1. CHIEF, FIELD OPERATIONS, OFFICE OF INTERNAL AFFAIRS

The California Department of Corrections and Rehabilitation is requesting approval to allocate the above position to the CEA category. The position will be responsible for the management and direction of the Department's Internal Affairs investigations which includes the use of Deadly Force, "Code of Silence" cases, and exigent events involving immediate threats to the safety and security of employees, institutions, and juvenile facilities. 10-050. Taken under submission at the September 7, 2010, Board meeting.

2. CLINICAL ADMINISTRATOR

The California Department of Mental Health is requesting approval to revise an existing CEA allocation. The Clinical Administrator will manage and oversee mental health treatment at the Salinas Valley Psychiatric Program, which is one of the two prison-based acute care psychiatric hospital programs in the state and which has been designated as the inmate-patient mental health treatment service and care program for Level IV (highest risk) inmate-patients. The Clinical Administrator will direct inmate-patient mental health treatment services and will develop and administer plans, policies and procedures to maintain compliance with state and federal laws and the Coleman court ordered mandates for acute and intermediate treatment for Level IV inmate-patients. 10-042 Taken under submission at the September 21, 2010, Board meeting.

3. HOSPITAL ADMINISTRATOR – SALINAS VALLEY PSYCHIATRIC PROGRAM

The Department of Mental Health proposes to allocate the above position to the CEA category. The Hospital Administrator, Salinas Valley Psychiatric Program (SVPP), will provide for the policy modification, development, and implementation, and the operation of current and implementation of future Coleman Court Ordered patient treatment units. The primary role and responsibilities are to provide administrative management, oversight, and support for the clinical treatment programs and related policy development and implementation for acute and intermediate mental health treatment and services for those inmates considered to be the highest risk. 10-034 Taken under submission at the September 21, 2010, Board meeting.

B. SUBMITTED ITEMS SCHEDULED FOR ACTION

These items have been taken under submission by the State Personnel Board at a prior meeting and are scheduled for action at this meeting.

NONE

EVIDENTIARY CASES

A. ADMINISTRATIVE LAW JUDGES' PROPOSED DECISIONS AFTER HEARING

The Board Administrative Law Judges (ALJ) conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

These are ALJ proposed decisions submitted to the Board for the first time.

1. CASE NO. 07-4096

Classification: Senior Psychiatric Technician (Safety)

Department: Department of Mental Health

2. CASE NO. 09-6851

Classification: Psychiatric Technician/Safety

Department: Department of Mental Health

B. PETITIONS FOR REHEARING

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

1. CASE NO. 09-0108P

Classification: Social Worker III

Department: Madera County Department of Social Services

2. CASE NO. 08-0626RP

Classification: Correctional Officer

Department: California Department of Corrections and Rehabilitation

C. PENDING BOARD REVIEW

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board. No materials included.

1. CASE NO. 08-0720P

Classification: Correctional Lieutenant

Department: California Department of Corrections and Rehabilitation

Petition for Rehearing filed by Respondent granted at the September 7, 2010, Board meeting.

Transcripts ordered.

Oral Argument scheduled for December 2, 2010.

2. CASE NO. 07-2854PA

Classification: Fish and Game Warden

Department: California Department of Fish & Game

Petition for Rehearing granted at the July 20, 2010, Board meeting.

Transcripts ordered.

Oral Argument scheduled for November 2, 2010.

D. ORAL ARGUMENTS

These cases will be argued at this meeting or will be considered by the Board in closed session based on written arguments submitted by the parties. No materials included. Material provided to Board under separate cover.

1. CASE NO. 07-3861PA

Classification: Senior Staff Information Systems Analyst (Specialist)

Department: California Department of Public Health

Petition for Rehearing granted at the May 4, 2010, Board meeting.

Transcripts received.

Oral Argument continued from August 3, 2010, to October 5, 2010.

E. CHIEF COUNSEL RESOLUTIONS

No materials included. Material provided to Board under separate cover.

NONE

F. PENDING BOARD DECISIONS

These Evidentiary and Non-Evidentiary items have been taken under submission by the State Personnel Board at a prior meeting. No materials included.

1. CASE NO. 09-6434N

Classification: Correctional Officer/Youth Correctional Officer

Department: California Department of Corrections and Rehabilitation

Taken under submission at the September 7, 2010, Board meeting.

2. CASE NO. 07-1059BPA

Classification: Correctional Officer

Department: California Department of Corrections and Rehabilitation

ALJ's Proposed Decision adopted at the July 21, 2009, Board meeting.

Petition for Rehearing granted at the October 22, 2009, Board meeting.

Taken under submission at the February 2, 2010, Board meeting.

3. CASE NO. 08-2813PA

Classification: Correctional Officer

Department: California Department of Corrections and Rehabilitation

ALJ's Proposed Decision adopted at the October 22, 2009, Board meeting.

Petition for Rehearing granted at the January 19, 2010, Board meeting.

Taken under submission at the April 6, 2010, Board meeting.

4. CASE NO. 08-3377NPA

Classification: Deputy Attorney General III

Department: Department of Justice, Office of the Attorney General

Petition for Rehearing granted at the February 16, 2010, Board meeting.

Taken under submission at the September 7, 2010, Board meeting.

5. CASE NO. 10-0311N

Classification: Correctional Officer/Youth Correctional Officer

Department: California Department of Corrections and Rehabilitation

Taken under submission at the September 7, 2010, Board meeting.

6. CASE NO. 08-4044A

Classification: Maintenance Mechanic

Department: California Department of Corrections and Rehabilitation

Proposed Decision rejected at the April 6, 2010, Board meeting.

Taken under submission at the August 3, 2010, Board meeting.

7. CASE NO. 09-0043A

Classification: Psychologist-Clinical (Correctional Facility)

Department: California Department of Corrections and Rehabilitation

Proposed Decision rejected at the May 18, 2010, Board meeting.

Taken under submission at the September 7, 2010, Board meeting.

8. CASE NO. 08-1758A

Classification: Physician and Surgeon

Department: California Department of Corrections and Rehabilitation

Proposed Decision rejected at the April 6, 2010, Board meeting.

Taken under submission at the August 3, 2010, Board meeting.

9. CASE NO. 08-3726A

Classification: Senior Typist Legal

Department: Department of General Services

ALJ's Proposed Decision rejected at the February 2, 2010, Board meeting.

Taken under submission at the May 4, 2010, Board meeting.

10. CASE NO. 06-3518PA

Classification: Fire Captain

Department: California Department of Forestry & Fire Protection

ALJ's Proposed Decision adopted at the June 23, 2009, Board meeting.

Petition for Rehearing granted at the September 24, 2009, Board meeting.

Taken under submission at the January 5, 2010, Board meeting.

11. CASE NOS. 06-1942A, 06-1979A, and 06-2186A

Classification: Vice President of Student Affairs and Institutional Development and Athletic Director; emergency hire Women's Basketball Coach for 2004/2005 academic year and the prospective hire for the full-time tenure-track Head Women's Basketball Coach for the 2005/2006 academic year; Director of Educational Talent Search and Upward Bound Program

Respondents: All three Complainants named Feather River Community College District, Dr. Susan Carroll, Cameron Abbott, Dr. Michael Bagley, Michael Cassity, and Joseph Munoz. Complainant also named Sarah Christensen.

ALJ's Proposed Decision rejected at the July 21, 2009, Board meeting.
Taken under submission at the November 9, 2009, Board meeting.

12. CASE NO. 08-3789A

Classification: Senior Typist Legal

Department: Department of General Services

ALJ's Proposed Decision rejected at the February 2, 2010, Board meeting.
Taken under submission at the May 4, 2010, Board meeting.

13. CASE NO. 09-6756N

Classification: Correctional Officer

Department: California Department of Corrections and Rehabilitation

Taken under submission at the September 7, 2010, Board meeting.

NON-EVIDENTIARY CASES

G. WITHHOLD FROM CERTIFICATION APPEALS

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

1. CASE NO. 09-6593N

Classification: Correctional Officer

Department: California Department of Corrections and Rehabilitation

2. CASE NO. 09-3034N

Classification: Correctional Officer

Department: California Department of Corrections and Rehabilitation

3. CASE NO. 09-6421N

Classification: Correctional Officer

Department: California Department of Corrections and Rehabilitation

4. **CASE NO. 09-3017N**
Classification: Fire Captain
Department: California Department of Forestry and Fire Protection
5. **CASE NO. 09-6303N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
6. **CASE NO. 09-3301N**
Classification: Cadet, CHP
Department: California Highway Patrol
7. **CASE NO. 09-3072N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
8. **CASE NO. 09-6541N**
Classification: Associate Governmental Program Analyst
Department: Department of Industrial Relations
9. **CASE NO. 09-6236N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
10. **CASE NO. 10-0384N**
Classification: Youth Correctional Officer
Department: California Department of Corrections and Rehabilitation
11. **CASE NO. 10-0620N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
12. **CASE NO. 10-0359N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
13. **CASE NO. 10-0986N**
Classification: Cadet, CHP
Department: California Highway Patrol
14. **CASE NO. 09-6838N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation

15. **CASE NO. 10-0254N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
16. **CASE NO. 09-6967N**
Classification: Correctional Officer/Youth Correctional Officer
Department: California Department of Corrections and Rehabilitation
17. **CASE NO. 09-6143N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
18. **CASE NO. 10-0077N**
Classification: Correctional Officer/Youth Correctional Officer
Department: California Department of Corrections and Rehabilitation
19. **CASE NO. 10-0425N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation

H. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

1. **CASE NO. 10-0809N**
Classification: Correctional Administrator
Department: California Department of Corrections and Rehabilitation
2. **CASE NO. 10-2636N**
Classification: Parole Agent I
Department: California Department of Corrections and Rehabilitation
3. **CASE NO. 10-0259N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation

I. PROPOSED RECOMMENDATIONS AFTER BOARD REMAND

NONE

J. REQUESTS TO FILE CHARGES CASES

Cases investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

NONE

K. EXAMINATION APPEALS, MINIMUM QUALIFICATIONS, MERIT ISSUE COMPLAINTS

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

NONE

L. RULE 211 APPEALS, RULE 212 OUT OF CLASS APPEALS, VOIDED APPOINTMENT APPEALS

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

NONE